

**अण्डमान तथा
Andaman And**



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No. 135, Port Blair, Friday, June 4, 2010

**अण्डमान तथा निकोबार प्र' गसन
ANDAMAN AND NICOBAR ADMINISTRATION
परिवहन निदे' गलय
DIRECTORATE OF TRANSPORT**

NOTIFICATION

Port Blair, dated the 4th June, 2010

No. 124/2010/F.No. 20-1/Estt/2009.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs, New Delhi, Notification No.14/3/60-ANI dated the 11th April, 1960, and in supersession of Notification No. 110/F.No. 42-35/76-TR dated 31st May, 1977, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the post of **STORE KEEPER** borne in the establishment of the Directorate of Transport, Andaman and Nicobar Administration, namely:—

1. SHORT TITLE AND COMMENCEMENT:-

- i) These Rules may be called the Andaman and Nicobar Administration (Store Keeper in the Directorate of Transport) Recruitment Rules, 2010.
- ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:-

The number of post, their classification and Pay Band & Grade Pay/Scale of Pay attached thereto, shall be as specified in S. Nos. 2 to 4 of the Schedule annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATION:-

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in S. Nos. 5 to 15 of the said Schedule.

4. DISQUALIFICATION:-

No person, —

- (a) Who has entered into or contracted a marriage with a person, having a spouse living, or
- (b) Who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWERS TO RELAX:-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of those rules with respect of any class or category of person.

6. SAVING:-

Nothing in these rules shall effect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. General (Retd.) Bhopinder Singh
LIEUTENANT GOVERNOR,
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
(K.C. Aggrawal)
Special Secretary-cum-Director of Transport

SCHEDULE**RECRUITMENT RULE FOR THE POST OF STORE KEEPER IN MINISTRY/ DEPARTMENT OF MOTOR TRANSPORT**

1.	Name of post	Store Keeper
2.	No. of post	4 (Four)* 2010 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, (Non- Ministerial)
4.	Pay Band & Grade Pay/Scale of pay	PB- 1 Rs. 5200-20200 + Grade Pay Rs. 2400
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Male 18 - 33 Years Female 18 - 38 Years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/ orders issued by the Central Govt. from time to time) Note : The crucial date for determining the age limit shall be the closing date for receipt of names/ applications from Employment Exchange/Candidate
7.	Whether benefits of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972	No
8.	Educational and other qualifications required for direct recruitment	Essential : i) Pass in Senior School Certificate Examination (XII Std.) or equivalent from a recognized Board/ Institution Desirable : i) 3 (Three) years experience in handling various kind of stores in Automobile Workshop and maintenance of its Accounts

9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Age : No Educational qualifications : Yes
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by promotion failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	<u>Promotion :</u> From amongst the Assistant Store Keeper in the pay scale in PB-1 Rs. 5200-20200 with Grade Pay Rs. 1900 with 8 years regular service in the grade
13.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for considering cases) of promotion /confirmation consisting of :</u> 1. Director of Transport - Chairman 2. Mechanical Engineer, Directorate of Transport - Member 3. Assistant Engineer (Mech.), Workshop Division, APWD - Member 4. Assistant Director (Admn.), Directorate of Transport - Member
14.	Circumstances in which UPSC is to be consulted in making Recruitment	Not applicable
15.	Duties & Responsibilities	Attached as annexure to schedule

Duties and Responsibilities of Store Keeper

1. Ensure optimum stock level of all stores and review the stock level of stores regularly and place timely requisition for procurement of stores. Collection of stores, proper staking of materials and maintenance of records like GRS, Bin Cards, and Bill Registers & all other related Records.
2. Ensure collection and issue of stores to be the indenting units so that public transport service is not disrupted.
3. Dispatch of stores to all STS Units in Andaman and Nicobar Islands.
4. Making arrangement for dispatch, collection, loading, unloading, transportation and stacking of stores received from mainland as well as from outlying.
5. To draw from central store and maintain stock of stores under his custody for a sub store and issue to the workshop as per the requirement and on the instruction of the section in charge.
6. To maintain attendance and other relevant records of the staff in the store as well as any establishment under the Directorate of Transport.
7. To maintain records pertaining to stores and workshop and collect data required for maintaining these from the respective sections.
8. To perform all skilled as well as unskilled nature of works related with maintenance of stores and its records.
9. Store Keeper shall extract works from the unskilled workers.
10. Store Keeper shall perform all other works as entrusted by the superiors.
11. Store Keeper perform all types of office works manually as well as electronically through computers related with the functioning of Transport Department.